

CF
26 June 1961

Declass Review by NGA.

MEMORANDUM FOR: Executive Director, NPIC

25X1 SUBJECT: [] Technical Directives

25X1 1. I have read [] comments concerning the review of his draft Technical Directive and can understand his concern. It's my belief that a major reason for Chris, Ralph and [] comments appearing on the draft in the form that they did results from a lack of understanding of the basic reason for the Technical Directive. 25X1

25X1 2. It seems to me that the scope of the systems analysis being done for NPIC by [] certainly includes a thorough review of all of our operating practices, however technical, and a subsequent series of recommendations concerning methods to improve and integrate these practices throughout the NPIC. In performing this task, it becomes necessary, from time to time, for 25X1 [] to spell out their understanding of our operating procedures. It seems to me that this is being done for the prime purpose of bringing forth comments and criticisms of their understanding so that they may clarify, in their own minds at least, exactly what our operating procedures are. There appears to be a basic point of misunderstanding by our people of exactly 25X1 what [] is attempting to do. I must admit that earlier in the operation I had some misgivings myself. At first glance it appears that [] is 25X1 spending a considerable amount of our money primarily for the purpose of self-education. Though a certain amount of this is obviously true, it follows that this is necessary not for the purpose of education alone but for the purpose of allowing them to take a comprehensive and objective look at our over-all operation in order that they will be prepared to make some reasonable, sensible recommendations for improvement. 25X1

25X1 3. I do believe that [] drafts of Technical Directives and other such analyses of our operation would be much more favorably received were they prefaced by some sort of a short note explaining their purpose. Perhaps, people whose main stock in trade is systems analysis feel that these Directives are self-evident, their purpose being a fundamental working tool. I don't. Certainly, as many NPIC people have had an opportunity to sit and chat for hours concerning their operation with the systems analysis people, it would seem that sooner or later some word as to the true purpose of these chats and the resultant Directive would come forth. Again, apparently, it hasn't. I am sure that Phil and his people have failed to some degree, in establishing the necessary working climate with our people by not clearing up these fundamental points to begin with. Certainly if they had, comments such as those Phil refers to would never have appeared in their present

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context. I don't think that [] has an insurmountable problem here, but I do think it is worth a little bit of reflection by Phil's people and perhaps even by a word or two of interpretation to our own if this thing is to continue to run smoothly.

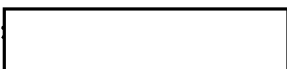


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Chief, TPDS

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NPIC/TPDS



Technical Directive No. 1/Assess VI
Contract No.
Task Order No. 177143
Date 15 February 1961

REGISTERED - RETURN RECEIPT REQUESTED

[Redacted Box]

Gentlemen:

This Technical Directive constitutes authorization and direction for you to perform the services and furnish the supplies in the manner prescribed in the attached schedule of pages, numbered and dated the same as this letter. The attached schedule is intended to be complete with respect to work description and technical instructions relative thereto, place and period of performance, completion date, f.o.b. delivery point, inspection requirements and any other directions reasonably necessary for your prompt performance of the work authorized.

Unless you indicate to the contrary within ten (10) days from receipt hereof, you will be considered as having agreed to the feasibility and completeness of this Technical Directive and to have in all respects accepted same for prompt performance.

It is specifically understood, however, that this letter shall not make any increases(s) in either the scope of work or amount of funds obligated or otherwise to modify the terms and conditions of the above contract or task order, any such modifications being expressly reserved for bilaterally executed contractual amendments.

All correspondence relative to this Technical Directive shall be forwarded to the Contracting Officer at the address below, inner envelope being marked to the attention of the undersigned individual.

Very truly yours,

[Redacted Signature Box]

Contracting Officer
Address:

[Redacted Address Box]

Acknowledged and Accepted

BY

TITLE

Return the original and two signed copies
to the Contracting Officer

S-E-C-R-E-T
(When Filled In)

NOTICE

Information affecting the national defense of the United States

Page 1 of 2 Pages

(Plain paper may be used for continuation, if required.)

SCHEDULE

Contract No.:
Task Order No.: 1/1013
Technical Directive No.: 1/Assign VI
Date: 15 February 1961

WORK DESCRIPTION AND TECHNICAL INSTRUCTIONS

I. This Technical Directive applies to Assignment VI on page 5 of the subject Contract and Task Order No. 1/1013.

II. The Contractor is directed to provide the services of an Advisor or Advisors required for the application of architectural and engineering techniques to photographic intelligence analysis. Specific requests for such services will be levied by the Technical Director according to the needs of the Issuing Office and will be detailed in conferences when the Advisor is provided specific items on which to serve in this capacity.

III. The Advisor shall, unless otherwise directed, provide such services as called for herein, at the premises of the Issuing Office except where research, study or analysis is required either "in the field" at specific sites or locations, or at the Offices of the Contractor where his existing records, research materials, etc., are available and/or his staff members are available who have specialized and beneficial knowledge to contribute to said consultations and results thereof.

IV. When directed, the Advisor shall provide such services and time of a principal, as well as staff members of the Contractor's personnel to designated offices outside of the premises of the Issuing Office, including those at any location in the United States or elsewhere, as directed by the Technical Director assigned to this Contract. It is not contemplated at this time that services will be required outside of the continental limits of the United States, but may be called for at any location within the continental limits of the United States and on behalf of any office, a group or official group or individual now affiliated with or serving the Issuing Office directly or indirectly in the execution of the prime responsibilities of the Issuing Office and its accompanying work, or otherwise as directed by the Technical Director to the Contractor.

Place, Performance Period and Completion Date:

Consignee, Ship to, F.O.B. Point:

Inspection Requirements:

Packing and Packaging:

Additional Instructions:

S-E-C-R-E-T
(When Filled In)

SECRET

Page 2 (continued)

V. When services are required in a location other than the premises of the Issuing Office, the Contractor will be directed to specific individuals with proper notification to them of clearance status of the Contractor's principal, as well as members of his staff which will be communicated to any outside offices, agencies or individuals with whom he may be instructed to consult, if other than personnel in the Issuing Office and on its premises. The Contractor will also be advised of the clearances granted and the degree of clearance held by those which he, as a principal, will contact or members of his staff will contact on behalf of the Issuing Office in this Technical Directive.

VI. It is understood that the requirements for the services under this Technical Directive may occur at unanticipated periods and for indeterminate periods of time according to the needs of the Issuing Office. Because of these circumstances, the Contractor shall hold himself available to comply with requests and instructions levied upon him by the Issuing Office should they be conveyed to him by telephone, telegraph or by written instructions, depending upon the urgency of the needs of the Issuing Office. Where verbal instructions are given to the Contractor to "proceed without delay" for providing services, he shall comply with such instructions immediately and shall document the time allocated for such services to the Issuing Office. He shall also provide the Issuing Office and the Technical Director with estimates of the man-hours of services required or estimated to be beneficial for any individual task by either a principal or a member of the Contractor's staff, where such services are anticipated and obviously expected to require in excess of one man/week. It is understood in submitting such an estimate to the Technical Director of the Issuing Office that the estimates are subject to revisions as services are performed and as the need and beneficial results or lack of benefits of such services become obvious to the Contractor. At such times, when revisions are in order, the Contractor shall initiate them and shall submit them to the Technical Director to insure that anticipated reimbursement, to both the Contractor and, when appropriate, to the Issuing Office if services are provided to outsiders, will be properly recorded and accounted for through the Contracting Officer.

VII. Services rendered under this Technical Directive shall not exceed 250 man-hours and billings shall reflect the costs of services applicable to this assignment. In addition, the Contractor is directed to prepare a summary of work accomplished under this Technical Directive to be included in the Contractor's Monthly Report.

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